Hiring Management 1.0 (QuickHire Xi 4.0) Release Notes
November 2005

Hiring Management is the latest generation of the market-leading enterprise hiring management solution for the Federal government, and a key component of Monster Government Solutions' (MGS) end-to-end human capital management offering. The purpose of this document is to provide a summary of the changes with Hiring Management version 1.0 - including new enhancements, defect fixes, and known issues. Please refer to the online user guide and training materials for additional details. Contact MGS's QuickHire Help Desk at 1-877-646-8808 or MGSHelp@Monster.com if you have feedback or questions not addressed in this document.

Summary

In addition to system updates and defect fixes, Hiring Management version 1.0 includes the following enhancements:

- MUGG Category Rating Functionality
- MUGG Question Library Enhancements
- International Address Capability
- Ability to modify US Citizenship question
- Question Library Usability Enhancements
- Vacancy Builder Usability Enhancements
- Applicant Manager Usability Enhancements

Enhancements

Significant enhancements included in Hiring Management 1.0 are summarized below.

Enhancement	Description	Impact
USABILITY ENHANCEMENT FOR GENERATING STAGING AREAS		
Generate SA Button Location	**Description:** **Applicant Manager** Within Applicant Manager, the Generate SA button has been relocated away from the top of the Staging Area Listing. **Benefit to User:** This will prevent user from accidentally generating a new Staging Area.	HR Users
USABILITY ENHANCEMENT FOR STAGING AREA AND CERTIFICATE LISTINGS		

Enhancement	Description	Impact
Cert List and Stage List Tabs	**Description:** **Applicant Manager** Switch the Certificate Listing and Staging Area Listing tabs. **Benefit to User:** The GUI will fall more in line with the flow through the application.	HR Users.
NEW VACANCY ICON FOR SUCCESSFUL SUBMISSION TO USAJOBS		
Vacancy Icon	**Description:** **Vacancy Builder** In the Vacancy Builder display a new icon that represents successful submission to USAJOBS. This icon is based upon receipt of a Control Number from USAJOBS. **Applicant Manager** When viewing the Vacancy Listing in Applicant Manger, the system displays a new icon that represents successful submission to USAJOBS next to the appropriate vacancy. This icon is based upon receipt of a Control Number from USAJOBS. **Reports** When viewing the vacancy Listing in Reports, the system displays a new icon that represents successful submission to USAJOBS next to the appropriate vacancy. This icon is based upon receipt of a Control Number from USAJOBS. **Benefit to User:** The vacancy icon is a more informative indicator of the vacancies sent to USAJOBS and the confirmation of vacancies received by USAJOBS.	HR Users
VACANCY ANNOUNCEMENT TEXT FIELDS		
Vacancy Builder Step 2 Tab	**Description:** In step 2 of the Vacancy Builder the tabs have been ordered according to the following: Old Vacancy Text (when applicable), Overview, Duties, Qualifications and Evaluations, How to Apply, and Benefits and Other Info. **Benefit to User:** This change improves the usability by having the order of the tabs consistent with the order of what is displayed in USAJOBs' Employer Services when building a job.	HR Users

Enhancement	Description	Impact
ENHANCED VACANCY BUILDER PREVIOUS AND NEXT BUTTONS		
Previous and Next Buttons	**Description:** **Vacancy Builder** Previous and Next buttons are now at the top and bottom of Vacancy Builder Steps screens. **Benefit to User:** This will allow the user to easily navigate through the steps without having to always scroll to the bottom of the page.	HR Users.
COLLECTION AND DISPLAY OF FOREIGN ADDRESSES		
Foreign Address - HR Updates	**Description:** Previous changes made in the Personal Information page of the Seeker Application to accommodate international address were added to the Xi-HR modules: ▪ Added an Address 3 Line (same field size as Address Line 1 and 2). ▪ Increased the field length for Zip Code and Phone Number fields. ▪ Made State/Province a non-mandatory field for an international address. ▪ Added drop-down list of countries and the ability to select and display the selected country. **System Configuration** Collecting of the related international fields will be a site-specific decision. In general, the majority of the sites will not collect these additional fields and this will serve as the default. However, if a site would like to use these additional fields, then they may be configured to do so at the system configuration level. **Applicant Manager** Adjustments were made to reports and displays of the Applicant's Address/Phone number fields. The following lists the specific functionality updated on the Xi-HR side to account for the foreign address changes made to the seeker side. *Vacancy View - Staging Area* When selecting an applicant from the applicants listing and the applicants address information displays, the listed changes were addressed. *Generate Certificate*	HR Users

Enhancement	Description	Impact
	When the certificate is generated, and the user includes Optional Data related to the above changes, the data is now reported according to the updates made. *Export Phase Data* When a user exports applicant data for a phase based on a chosen staging area and grade, the data includes data that have changed to support foreign addresses. The export was updated to account for the changes. *Import Phase Data* When a user imports applicant data for a phase based on a chosen staging area and grade, the data includes data that have changed to support foreign addresses. The import was updated to account for the changes. However, these additional fields will be ignored on import. *Edit Personal Information* The HR user has the ability to edit the personal information of the applicant. The system needs to be modified so they have the capability to enter and update all the address/foreign data entered by the applicant. The rules enforced at the seeker site are mirrored when data is entered or modified by the HR user. *Add Applicant* The HR user has the ability to add a new applicant to the system using the Add Applicant feature. The system was modified so they have the capability to enter and update all the address/foreign data entered by the applicant. The rules enforced at the seeker site are mirrored when data is entered or modified by the HR user. *Applicant - Applicant View* From the applicant view, the HR user has the option to search for a registered seeker and view contact information. The Contact Information section of this information was updated to account for the new and updated fields associated with the foreign address enhancements. **Reports** Standard reports that allow the user to provide information on addresses were updated to account for the foreign address updates made to the seeker side. *Employee Packets* From the reports tab, the user can drill down to a vacancy and run the Employee Packet report. This	

Enhancement	Description	Impact
	report includes address information. The report was updated to account for the new fields and updated fields to account for the foreign address information changes. The corresponding field labels were added or updated when necessary. *Applicant Data Report (within Applicant Manager)* When the user runs an applicant data report, the new and updated fields are reported appropriately. This includes new labels added for the new fields. *Applicant Listing Reports (within Applicant Manger)* The applicant listing report allows the user to select address data information and other data updated to account for foreign use. These reports were modified to include the new and updated fields and include the appropriate labels. **Benefit to User:** The necessary changes to support foreign addresses were made in all modules of the HR-Xi side of the system. This includes all displays and reports that have the potential to show foreign address data entered by an applicant.	
ORDERING QUESTIONS WITHIN THE QUESTION LIBRARY		
Question Library Question Sort	**Description:** **Question Library** When the user drills down to a question sub-category question listing, the user has the capability to adjust the order of the questions. 1. Once a user selects a question, an up and down sort arrow becomes active in the window displaying the question list. 2. Selecting the up arrow moves the selected question up one spot in the question order list. 3. Selecting the down arrow moves the selected question down one spot in the question order list. 4. Selecting the double-up arrow moves the selected question to the top of the question order list. 5. Selecting the double-down arrow moves the selected question to the bottom of the question order list. Note: When importing questions, the import process appends the new questions to the end of the sorted questions. **Vacancy Builder** When the user views the question list in Vacancy Builder, the order of the questions is based on the order defined within the Question Library.	Question Library Administrators and HR Users

Enhancement	Description	Impact
	HR Admin - Question Selection When the user runs the Questions Listing report, the order of the questions is the order defined within the Question Library. **Reports - Questions Listing** When the user runs the Questions Listing report, the order of the questions is the order defined within the Question Library. **Benefit to User:** Provides the user flexibility and usability when adding questions to a vacancy so more popular questions can be sorted to the top for easy access.	
CATEGORY RATING		
Category Rating	**Description:** **Utilities** **New System Reference Data: Category Ratings** A new function for Managing Categories for the organization was added to the Data Administrator. 1. Each Category record consists of the following properties: a category name and a score range that consists of a minimum and a maximum score. 2. At least two categories must exist for an organization. 3. The maximum score for the highest category cannot exceed 100. 4. The minimum score for the lowest category cannot be less than 70. **Vacancy Builder** Users can choose category rating when they build a vacancy. This is accomplished in a manner similar to that used for wage grade vacancies. 1. The option for Category Rating is provided as the third option of two existing Scoring Options (General Schedule and Wage Grade). The user must choose one of the three options on step 1. 2. The chosen scoring option cannot be modified after the vacancy has been approved and opened. 3. A new section to Step 6 was added called Category Rating. 4. Within Category Rating, the user has the capability to select the Categories that apply to the vacancy. The user can select from the Categories entered in the System Reference. The user selects the category from the drop down list and clicks the Add button. The system adds the category to the vacancy. 5. For each category added, the system displays the	HR Users

Enhancement	Description	Impact
	associated Category Name and the score range (Minimum value and Maximum value).	

6. A vacancy must have at least two categories.
7. From the categories added, the user has the option to Remove or Edit the category. If editing, the user can edit the Min or Max values only.
8. The user cannot select the same category more than once.
9. Upon moving to the next step, the system verifies the categories added to the vacancy cover the score range (70-100) with out overlapping and all other stated rules are followed. Consecutive categories will have their minimum and maximum equal. Example - Category A: 90-100, Category B: 80-90, Category C: 70-80.
10. The categories selected and their attributes cannot be modified after the vacancy has been approved.

Applicant Manager

The system continues to score Applicants according to design, but the transmuted score is translated to the corresponding category ranking when viewed in the staging area. The necessary updates were made within Applicant Manager to account for the user viewing and using the Category instead of the score.

1. When the HR user views applicants within Applicant Manager, the listing displays the "Score" label header updated to account for Categories.

2. The applicant's score no longer displays for category rating vacancies. The system displays the category name associated with the applicant's score based on the vacancy's category and score ranges. The Applicant falls in the highest category in which the score is greater than or equal to the Minimum value of the category.

3. In the applicant listing, all applicants that fall in the category associated with the highest score range are at the top. Applicants in the category with next highest score range follow. Followed by the next set of category ranges.

4. In general, sorting is by category with the highest category applicants at the top. Within categories applicants will be sorted alphabetical by last name. This will serve as the default sort (Sort By = Category) when a user goes to an applicant's listing. The other sorts include the following:

4.1 Sort by = Prioritize 10-point/CPs: If the vacancy

Enhancement	Description	Impact
	is NOT for a professional or scientific position at the GS-9 level or above, the user may want to choose this sort option. CPS and CP vets (meeting minimum qualifications) are placed in the highest category, the category with highest score range. Within that category, the CPS and CP vets are located at the top of the category list in alphabetical order by last name. Next are the other veterans, who fall within the top category, sorted alphabetically by last name. Non-vets that fall within the top category are next and they are also be sorted in alphabetical order by Last name. Within the next category, vets (XP and TP only since the CPS and CP vets are in the top category) that fall within the score range float to the top of the category and are sorted alphabetically by last name. Non-vets follow and are sorted by last name. The remaining categories follow this same format. 4.2 Sort by = Veterans Preference: If the vacancy is l an announcement for a professional or scientific position at the GS-9 level or above, the user may want to use this sort option. CPS and CP vets do NOT jump categories. All vets including CPS and CP remain in the category based on their score. Within the category, the CPS and CP applicants float to the top of their respective category and are sorted alphabetically by Last Name. The other vets follow and are sorted by Last Name. The remaining applicants (non-vets) are next and sorted by Last Name. This order format applies to the remaining categories. 4.3 Sort by = Status: The applicants are sorted strictly by Status. 4.4 Sort by = Last Name: The applicants are sorted strictly by Last name. 5. Applicants that do not fall within a category (this includes screened out; or do not meet minimum qualifications; or a score that does not meet the minimum qualification; or has a status associated with a reference status of Ineligible) are at the bottom of the list after applicants in the category associated with the lowest score range and have a blank for their "Category". They are sorted alphabetically by last name. Veteran status does not impact these applicants. 6. In the event that an applicant does not provide the necessary supporting documentation regarding veteran status, and the user updates the applicant's personnel information, the applicant falls to the appropriate category and order based on the updated	

Enhancement	Description	Impact
	information. 7. The filtering was updated to allow the user to filter by Category instead of Score. 8. The Applicant Listing Report was updated. In the Select Criteria, the option for Score was updated to account for Categories. In the Order By, the option for Score was updated to account for Category. In the resulting report, the Score column header was updated to account for Category. The Order By, includes the updated option for category rating, the sort will be the default sorting described in items 3, 4 and 5. 9. In generating the Job Certificate, the user selects a Sort by that includes Score. The option for Score was updated to account for Categories. In the actual certificate, instead of displaying the score, the category name is listed. 10. In generating the Job Certificate, the user selects a Sort by that includes Score. The option for Score was updated to account for Categories. The option to sort by Last Name will remain. 11. When the user chooses to apply veterans preference and sort by category. The sort will follow 4.1 and 4.2. If no veterans-preference is applied and the sort is by category, then the sort will follow the default sort in the application listing. If the user chooses apply 10-point/CP and to sort by Last name, all CP/CPS vets floats to the top of the list and is sorted by Last Name. The category reported is the highest category. If the user applies veteran's preference or no veteran's preference and sorts by Last Name, then the sort will be by Last Name. The Category reported will be their true category. **Benefit to User:** The requirement provides users with the capability of creating vacancies and evaluating candidates via a category rating system.	
VACANCY SEARCHING WITHIN THE VACANCY AND APPLICANT MANAGER MODULES		
Vacancy Search	**Description:** **Vacancy Builder and Applicant Manager - Vacancy View** The following enhancement includes updates made to both the Vacancy Builder functionality and the Applicant Manager - Vacancy View functionality. 1. Search fields include vacancy announcement number, open date, close date, department short	HR Users

Enhancement	Description	Impact
	name, occupational series, grade, pay plan, position title, and created by (author), and vacancy custom status code. 2. An HR user's permission still restricts viewable vacancy search results. In the Applicant Manager, the current business rules for displaying jobs remain in effect. **Benefit to User:** The ability to search for vacancy within Xi-HR instead of having to drill down though organizations and departments.	
ENHANCED QUESTION FILTERING		
Question Filtering	**Description:** **Vacancy Builder** When the user selects Filter Questions in Vacancy Builder > Step 4 Assign Questions, the User Interface now has the option to filter by Question Choice. **Question Library** A filtering capability was added to the Question Library for Question Library Admin users to search for questions. 1. A filtering capability was added to the Question Library. The filtering is similar to the filter used when assigning questions to a vacancy. 2. Filter fields include Question ID, category, subcategory, question type, question text, choice text, and question status (active or inactive). **HR Admin - Question Library** Filtering capabilities was added to the Question Library so HR Admin users are able to search for questions. 1. A filtering capability was added similar to the capability being added to the Question Library. 2. Filter fields include Question ID, category, subcategory, question type, question text and question status choice text. **Benefit to User:** Users now have filter capabilities in new areas and the overall capability includes several new fields.	Question Library Administrators and HR Users.
USABILITY ENHANCEMENTS WHEN ASSIGNING QUESTIONS TO VACANCIES		
Assign Questions - Select Usability Anchor	**Description:** In Vacancy Builder > Step 4 Assign Questions; the User Interface was modified to assist the user in adding questions to a vacancy. The question lists	HR Users

Enhancement	Description	Impact
	(base questions or branched questions) are now dynamically anchored such that the actions do not cause the users to be taken to the top of the list and forced to scroll back to where they were. 1. When a user clicks on Add from the question list (the left window), the window remains in the same location in the list. It does not return the user to the top of the list. 2. When the user removes the question (the right window) from the vacancy, the user remains in the same location in the list. It will not return the user to the top of the list. 3. When a user selects a question to view the full question (the left or right window), the window remains in the same location in the list. It does not return the user to the top of the list. 4. When a user re-orders questions, clicks up or down, in the right window, the list remains anchored on the selected question. **Benefit to User:** Provide a mechanism so that the user is returned to the appropriate location within the question list.	
USABILITY ENHANCEMENTS WHEN ASSIGNING QUESTIONS TO VACANCIES		
Assign Questions - Select Usability	**Description:** Vacancy Builder In Vacancy Builder > Step 4 Assign Questions, the User Interface was modified to assist the user to identify which questions from the list (Left Window) have already been added to the vacancy. 1. When a user clicks on Add from the question list, a viewable indicator (Question Grayed out) is displayed to let the user know that the question has been applied to the vacancy. 2. When the user removes the question from the vacancy, the viewable indicator is updated to the let the user that the question is available again. 3. Any time the user is at Step 4, in which the question list is displayed, the viewable indicator is active for questions already on the vacancy. Also, when a user copies or edits a vacancy that contains a question that has been de-activated, the user is made aware of the question status. 1. When copied, the inactive question will have an icon next to it. 2. If removed from the vacancy, the question should not appear in the available column.	HR Users

Enhancement	Description	Impact
	Benefit to User: Provide a way for the user to easily identify that a question from the question list was already added to the vacancy. For copied vacancies, provide a way for the user to easily identify questions that are no longer active.	
CAPABILITY TO COPY QUESTIONS		
Question Library Copy Questions	**Description:** **Question Library** The user now has the capability to Copy a question. 1. A new button called "Copy" is available to the user when a user drills down to an existing question. 2. When the user clicks "Copy", the screen similar to Build Question appears. It is called "Copy Question" and is pre-populated with the data of the source question. 3. All the functionality that exists when creating a new question is available to the user. 4. The ability to change category and sub-category of the copied question exists. 5. When the user saves the new question, the system prompts to deactivate the source questions. If the user clicks yes, the system un-checks the Question Active box. If no, the question remains active. **Benefit to User:** Questions that have been answered by applicants cannot be edited. This requirement provides the user with an alternative. The user will no longer have to re-create the question in its entirety and can simply create a new question by copying an existing question and make any necessary updates. In addition, the user will have the option to disable the source question.	Question Library Administrators
ENHANCED ALL APPLICANT DATA REPORT		
All Applicant Data Report Mods	**Description:** Provides a report that generates for a particular applicant the core question responses, vacancy responses, and resume information provided by the applicant. The HR users may choose to include one or all of this data within the report. The following information for the applicant will always be provided: 1. Name (First and Last Name) 2. Announcement Number 3. Position Title 4. Address1 5. Address2 6. City	HR Users and Recipients of the Report

Enhancement	Description	Impact
	7. State 8. Zip Code 9. Plus 4 10. Phone 11. E-mail 12. US Citizenship 13. Date of Birth (If the Seeker Application does not collect date of birth from an applicant, then the default date of Jan, 1 1900 is entered and will be displayed here.) **Benefit to User:** Allows the user to be more specific in whether unanswered questions (including branch questions) should be included in the report. Allows the user to shorten the printed report.	
CITIZENSHIP CONFIGURATION		

Citizenship	**Description:**
	System Profile
	The requirement includes the capability to configure Citizenship at the system level such that questions or data regarding citizenship are worded according to the country desired by the client.
	
	1. The setting for the appropriate citizenship/country is configured at the time of implementation.
	2. The site Data Administrator does not have the capability to change the citizenship/country.
	3. All QH components that utilize citizenship data have been updated to reflect the value set during implementation.
	
	Job Seeker
	The requirement impacted the Job Seeker - User Information Citizenship (Registration and Edit) question to reflect the configuration. Both the positive and negative indication of citizenship is based on the configuration.
	    1. "I am a <Citizenship> citizen" where <Citizenship> is the Citizenship entered during configuration.
	    2. "I am NOT a <Citizenship> citizen" where <Citizenship> is the Citizenship entered during configuration.
	
	Vacancy Builder
	The requirement impacts Vacancy Builder > Step 5 > Personal Information tab. The question should read according to the Citizenship entered during configuration. "Are you a <Citizenship> citizen" where <Citizenship> is the Citizenship entered during configuration.
		HR Users and Job Seekers

Enhancement	Description	Impact
	Applicant Manager Applicant > Applicant Manager Applicant View > Applicant Details - Personal Information contains the field "Citizenship". The value is based on the Citizenship entered during configuration. For a positive response, the "Citizenship" field displays "<Citizenship> citizen" where <Citizenship> is the Citizenship entered during configuration. The Filter capability within Vacancy Application Listing and Staging Area Applicant Listing provides the capability to search by Citizenship. An "Applicant is <Citizenship> Citizen" field should be available to be selected. Because an implementation is based on a single citizenship, the operator and filter values are strictly positive and negative ("Yes" or "No"). Within Applicant Manager, there are several reports that include a field with the label "<Citizenship> Citizen:" followed by a positive or negative value. The report field was updated to report the Citizenship entered during configuration. The following reports were impacted: 1. All Applicant Data Report **Reports** The Employment Packet report was updated to include the new Citizenship system profile configuration. **HR Admin** "Certs available for review/selection" allows a user to view the citizenship data on two screens. When viewing the Personal Data by clicking on View, the page includes a field with the label "<Citizenship> Citizen:" followed by a field value that is a positive or negative value. The report field label was update to report the Citizenship entered during configuration. The Personal Data section of the page displaying the entire info for the applicant when the name is clicked was updated. Add Applicant displays the Applicant's User Information that includes the citizenship. This screen was updated to have the same changes implemented as in the Job Seeker. **Benefit to User:** This mainly impacts the international clients whose base citizenship is not US.	

Defects Fixed

Below is a list of defects that existed prior to 4.0 and have been fixed in version 4.0:

Item	Description
8205	Legend - Correct spelling of Permission under Tree view
8613	Trying to cancel the Organization after editing. System generated the error.
8635	Value of infinity and square is displayed on the RNO report. See attachment of report.
8637	Change wording from then to than Validation Error. The Time Period entered is greater 'then' 3 months. It should read as "The Time Period entered is greater 'than' 3 months."
8725	Applicant Manager, Applicant view System failed to search the all registered users search by SSN in ascending order. No sorting for last name and first name also. In the search box the Default name should be Last name. System is showing the First name.
8730	Applicant Manager - Request Documentation: Error message when attempting to send documents to applicant via Request Documentation.
8896	Text spelling error when applying for Vacancy Online on USAJobs. The spelling error reads as browser instead of browser.
9049	No associated ROS Round ID for the Applicants when the Applicant Manager changed Applicant Status Reset and Applicants' Statuses reset. Created single grade vacancy and Applied from USA Jobs changed the Applicant/Applicants' statuses to reset.
9090, 9091	Applicant Manager - Applicant - View History - Error Received when clicking on View History for an Applicant
9094	Applicant Manager - Vacancy Applications Listing - Screenout - The "Reset Statuses" at the vacancy level (all applicants) does not capture the ineligibility of applicants that were screened out due to Personal information.
9135	The user applied from USA jobs. In the submit application section, the user selects done. The system is displaying personal info. But in the 'resume review for this vacancy section' the system is displaying CUSTOM RESUME/USER QUESTIONS.
9124	System generating error message in applicant manager when the user tries to change the applicant statuses by clicking the change statuses and reset statuses.
9163	The software that displays faxes in the HR (and probably seeker/admin) application needs an updated query to retrieve information.
9205	Reports-DEU Workload report: The report shows the incorrect count when executed under organizations with multiple organizations or child departments.
9224	Mandatory AA questions can be left unanswered.
9225	If an applicant answers a question that requires a numeric answer with a partially numeric or non-numeric response, the seeker application will indicate that there were errors processing some of the answers on the page. However, if all answers were actually filled in, the seeker application will essentially be fooled into thinking that the questions were answered, and will try to update the answers if the user tries to modify his/her application. If the answers do not exist, the update will fail with no indication of an error having occurred, and no answers for any questions on that page will be saved.
9226	When a new applicant submits an answer to a graded question, grade 09 for example, and then hits back button in the browser and then submits answer again, they get an error saying error processing results please contact tech support.
9268	Answers in the Applicant Web Application are not saving due to a defect that occurs when invalid data for date type questions are chosen.
9296	System failed to update the application status (public status) in certificate level.ROSQDX set to "on".
9063	Under certain conditions the applicant resumes were not being successfully transmitted from ROS while applying to vacancies.

Known Issues

The table below is a summary of known issues in version 4.0 as well as a suggested approach to mitigate the issue. These items have been corrected and are pending Release.

Item	Issue	Mitigation	Status
8510, 8707, 8710	The system allows the user to save negative values and out of range for the following fields: 1.) Phase percentages and scores (Out of Range and Negative) 2.) Salary High and Salary Low (Negative).	1.) Use strictly values of 0 through 100 when populating the percentages and max/min scores for a phase. 2.) Use only positive values for Salary High and Salary Low	Fixed. Pending Release
8253	Applicant Manager - View Options: The text are not in bold font style and the box is smaller	Cosmetic issue. No impact to user.	Verified Fixed. Pending Release
9241	Applicant Manager==> Staging Area ==>Filter==>Select fields Score should be available only for the scoring vacancies. Category Name is available only for the Category rating vacancies.	Users should be aware if the vacancy they are working with is either a Category Rating or a Score vacancy. The user should use the appropriate filter based on the type of Vacancy. They should NOT filter by Score for a Category Rating Vacancy and should NOT filter by Category for a Score Vacancy.	Verified Fixed Pending Release
9248	In vacancy builder step1 Applicant Eligibility option (Public, Status, and Internal) is only editable if the vacancy has not been approved. Currently user is able to edit approved vacancy's Applicant Eligibility option.	Users should check if the vacancy has been approved and open prior to making edits to Applicant Eligibility.	Verified Fixed Pending Release

The table below is a summary of known issues in version 4.0 that are Pending Fix. A suggested approach has been provided to mitigate the issue.

Item	Issue	Mitigation	Status
8375	Step 6 - Error Exception occurs when special characters are inserted into Tracking Information fields: Requesting Official or Request Number	Do not enter special characters in the tracking information fields	Deferred
8591	I am able to save a phase type with a value i.e. 55.0 even though the phase type is a Pass/Fail. No value should be stored if it is a Pass/Fail.	Do not enter numerical values for Pass/Fail phase types.	Deferred
8595	Vacancy - Step 5 - Crediting Plan - Edit Weights or Screenouts: Staging area is not generated when the following scenario is executed: user changes the weights or screenouts; clicks on either Core or Personal Information; clicks on previous; selects save in step1-4. refer to steps to reproduce		Deferred
8603	Criteria selection is not refreshed when		Deferred

Item	Issue	Mitigation	Status
	selecting a different question to query.		
8605	Run the questions statistics report. The list of 'answers' are partially displayed.		Deferred
8606	System fails to check the uniqueness of Organization name.	Do not enter organization names that are duplicates.	Deferred
8608	When the organization is first created (Utility tab) and an overseas telephone number is entered for organization contact phone, vacancy contact phone, and vacancy contact fax, the phone number is not recognized in step 3 of the vacancy builder. The user saves the information (telephone number is 32-68275467) and a validation error is displayed.		Deferred
8629, 8649	System failed to show the validation error. System saving the state code with out the state description. State description is a required field.	System is pre-loaded with all appropriate States. If a new state value is needed, ensure the description is included.	Deferred
8648	System failed to accept up to 1000 characters in the Edit Organization Comments.	Enter less than 1000 characters	Deferred
8656	System failed to set upper boundaries for Tracking cost.(edit)		Deferred
8711	Vacancy builder step1 and step 6 - The date fields 'Opening date', 'Closing date', 'Date Received in HR', 'Date Approved to Recruit' accepts day greater than 31 and month greater than 12.	Enter month and date that are within the boundaries.	Deferred
8713	Vacancy Builder - Copy Vacancy - Wage Grade - Users are able to approve wage grade vacancies without assigning all questions to elements.		Deferred
9041	Vacancy - Step 6 - Add Phase - Maximum Score Possible can be less than Minimum Score Possible		Deferred

The following lists the cosmetic/minor issues and intermittent issues. Cosmetic/minor issues are mainly visual problems or issues that do not hinder the functionality or the user's ability to complete their task. Intermittent issues are problems experienced by a user but cannot be re-created.

- Not Applicable